



NOTICE OF POSITION VACANCY JURY ADMINISTRATOR CHEYENNE, WYOMING

Job Announcement 2008-03
FULL TIME POSITION
PROMOTIONAL OPPORTUNITY

SALARY RANGE: CL27/01 - CL27/61 \$43,574.00 - \$70,873.00

CLOSING DATE: June 2, 2008

The Clerk of Court Office in Cheyenne, Wyoming is currently accepting applications for a Jury Administrator. This position reports directly to the Clerk of Court and Chief Deputy.

The Jury Administrator performs administrative and customer service work to coordinate and prepare qualified jurors for jury selection, in accordance with approved internal controls, procedures, and rules. The Jury Administrator ensures the efficient and fair operations related to the selection, qualification, summoning, orientation, management and payment of jurors for petit and/or grand juries; and make determinations as to juror attendance. Jury Administrator provides assistance and support to higher-level positions; process notices, enter data, provide customer service, prepare mail, and/or conduct jury orientation. Manage the entire jury process from beginning to end, ensuring that the Court's policies and procedures are carried out appropriately while maintaining the accuracy and integrity of the jury management system. Knowledge regarding the national and local jury statutes, policies and procedures, as well as state and local courts' systems and policies are necessary. Jury Administrator will prepare standard and non-standard statistical and financial reports for judges and court unit executives; and will mentor other court staff performing jury administration duties.

The successful applicant will be responsible for the following duties:

- Maintain and manage the jury system and jury wheels. Monitor court calendars (and/or coordinate with courtroom deputies and others) to determine appropriate number of jurors needed. Perform duties relating to sequestration of jurors. Refill master wheel as required to supply juror candidates.
- Perform duties relating to master wheel refill and grand jury selection. Monitor and record juror attendance and selection. Provide support and assist jurors

during jury service.

- Prepare and mail summons notices and forms. Process payments and reimbursements for jurors; prepare attendance certificates on behalf of jurors. Process returned summons (including data entry and preparing excusal letters).
- Maintain and update telephone calls for summoned jurors. Maintain and update demographic and other information on juror candidates.
- Work with chambers staff, clerk's office staff, US Marshal's Service, US Attorney's Office or other groups to ensure the smooth operation of high-profile or protracted jury trials.
- Respond to juror inquiries and requests (in person, by phone and in writing). Resolve juror candidate requests for deferral, waivers or special needs. Conduct orientation and provide information to juror candidates and selected jurors. Attend courtroom proceedings and answer questions related to juror candidates.
- Enter and compile information regarding empaneled jurors. Prepare and provide information and/or reports for judges and others regarding jury panels.
- May perform duties associated with attorney admissions and naturalization ceremonies.
- Provide training, guidance, and formal supervision for other employees performing jury administration work.
- Performs any other duties assigned.

Qualifications:

High school graduate or GED

Two years of general clerical experience

Two years of specialized experience, in a Court or other legal setting

Computer and word-processing experience

Excellent verbal and written communication skills

Self-starter with initiative

Must be able to work well with Judges, the public and co-workers

OTHER INFORMATION

- The Court is not authorized to reimburse candidates for travel or moving expenses.
- This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which actions may occur without prior written or other notice.
- All employees are required to adhere to a code of conduct.
- Employees of the U.S. Courts serve under “excepted appointments” and are considered “at will” employees.
- The final candidate will be subject to a background check and fingerprinting.
- Benefits: all benefits federal employees are entitled including 11 paid holidays annually, accrual of vacation and sick leave, participation in Thrift Saving Plan, and health and life insurances.

***Salary commensurate with qualifications and promotional opportunities**

To Apply:

Submit a letter of interest in sealed envelope marked **CONFIDENTIAL**, to:

U.S. District Court
Attn: Chief Deputy
2120 Capitol Avenue, Room 2131
Cheyenne, WY 82001

or by email to: maggie_botkins@wyd.uscourts.gov

* * * EQUAL OPPORTUNITY EMPLOYER * * *